



A link to the survey will be sent out to schools during the first week of October

- ❖ Changes to this year's survey: **Reporting Homeschooled Students Separately:** Although the NDDoH will be collecting information on homeschooled students, we would like for this information to be separate from overall school rates. The survey will ask if you have any homeschooled student affiliated with your school. If so, you will then select the grades these students are in. When filling out the survey, do not include these students in the overall students questions. For example, if your school has kindergarteners and homeschooled kindergarteners, the survey will ask how many kindergarteners are enrolled in your school. Do not include homeschooled students. The next question will ask how many homeschooled students are enrolled in your school. This will continue for all questions in the survey.

School Immunization Survey Instructions

1. Select the name of your school from the drop-down box. *Please pay special attention to the city to make sure that the correct school is selected.*
2. Choose whether your school is a public or private facility.
3. Enter your name and contact information. All fields are required and the survey cannot be completed until information is entered in each line.
 - a. All information should be specific to the individual completing the survey
 - b. The institution authority is usually the principal or superintendent of the school depending on the district.
4. Select the grades that are offered for the selected school. You will only be required to enter information on grades you have selected.
5. Answer whether you have homeschooled students affiliated with your school.
6. Select the grades that have homeschooled student in them at your school.
7. You will now be required to enter immunization data on each grade that was selected on the previous page for all of your students and for each grade you selected for homeschooled students. We would like to keep homeschooled student information separate from the rest of your student information, so please do not include homeschooled students in the tally unless the survey specifically asks for homeschooled students. Each field is required in order for the survey to be completed.
 - a. Enter the number of students enrolled for the selected grade.
 - b. Enter the number of homeschooled students enrolled for the selected grade.
 - c. Enter the number of students who do not have any record of vaccination or exemption.
 - d. Enter the number of homeschooled students who do not have any record of vaccination or exemption, etc.
 - e. Exemption data by vaccine is required for all grades.
 - i. Enter the number of students exempt from each individual vaccine. First, enter the number of students in your school. Then enter the number of homeschooled students in the next students (if homeschooled applies) Then, enter the number

of students with an exemption to each vaccine for the students in your school, followed by the number of homeschooled students with an exemption to each vaccine in your school. For example if a child is philosophically exempt from both MMR and DTaP vaccine, they should be counted philosophically exempt in both the section for MMR vaccine and DTaP vaccine.

- ii. *KINDERGARTEN ONLY*: The number of kindergartners exempt from any vaccine will continue to be collected. To answer the question “*How many total kindergartners have an exemption from any required vaccine for the following reasons?*” Students only need to be counted once regardless of how many vaccines they are exempt from. For example, if a child is medically exempt from MMR and Varicella vaccine, he/she should be counted as *one* overall medical exemption for this question. Once again, please report these separately for the students in your school and for homeschooled students. Exemptions by vaccine should be reported as well under each individual vaccine. So the child should also be counted in both the MMR and Chickenpox vaccine sections as medically exempt.
- f. DTP/DTaP/DT/Td: Five or more doses required for grades K-12 (one dose must have been given on or after the fourth birthday). Three doses of a tetanus-containing vaccine are required for children 7 years of age and older if not previously vaccinated.
- g. IPV or OPV: four doses required for grades K-12 (one dose must have been given on or after the fourth birthday. If third dose was given after fourth birthday, then a fourth dose is not needed).
- h. Hepatitis B: Three doses are required for grades K-11. Please submit hepatitis B immunization data for all grades.
- i. MMR: Two doses required for grades K-12.
- j. Varicella (chickenpox): Two doses are required for K-8. One dose is required for grades 9-12. Please do not include children who have a history of disease as “fully immunized.” These children will be included and counted as up-to-date by the NDDoH. Please submit varicella immunization data for all grades.
- k. TD/Tdap: One dose is required for entry into the seventh grade.
- l. Meningococcal: One dose is required for entry into the seventh grade.
8. Once you have completed all information on the page, click on the pink arrow to be taken to the next page. If any fields were left blank, the survey will not advance (if this occurs, fill in any missing fields.) If all fields are complete, you will be taken to the next grade (based on the grades selected on the first page).
9. Once all grades have been completed, you will be asked some final questions. Answer each question and click the pink arrow to advance to the next page.
10. Once you complete the survey, you will be taken to the final page. This page will have a summary of your answers and a link to download a pdf of your responses. Please download this pdf and save or print it for your records. If you have any problems please contact the NDDoH Immunization Program at 800.472.2180.